

SURVEY /SITE PLANS

Hamilton County Department of Building Inspections, Room 803 County Administration Building, (513) 946-4550

I. WHEN IS A SITE PLAN REQUIRED?

Site Plans are required to be submitted with permit applications for new buildings or structures (including retaining walls, decks and swimming pools), and additions to the same. Survey/site requirements have been changed on residential permit types effective May 27, 2007. When a professional survey is required, it shall be one done within the last 180 days of the application.

II. SURVEY REQUIREMENTS

Permit Applications Requiring a Current Survey Prepared by a Licensed Surveyor

- A. **Single Family Residence**
- B. **Addition (change in footprint)**
Exception: the addition is 600 square feet or less and is no closer than 10 feet to the property line.
- C. **New Retaining Walls causing elevation**

Permit Applications Requiring Only a Siteplan

Exception: the Building Official determines site conditions require a Survey prepared by a licensed Survey

- A. **Addition (no change in footprint i.e. roof over deck, porch)**
- B. **Decks**
- C. **Accessory Structures**
- D. **New Retaining Walls** along with a new single family residence, may use the new single family residence survey.
- E. **Replacement Retaining walls only**
- F. **Pools Above Ground**
- G. **Pools In-ground** may apply with a site plan, at plan review, it may be determined that a survey is required.

III. WHAT IS A SITE (PLOT) PLAN?

- A. The plot plan shall consist of a plan of the lot or site upon which it is intended to build, erect, alter or add to such building or structure, which plan shall be based on an on-site topographic survey, prepared and certified by a land surveyor. The plot plan shall be drawn to a uniform scale (1" = 50 ft. minimum); all required data, the scale and compass points shall be legibly marked on the plan(s).
- B. The record plan for the subdivision or plot may be used as the required plot plan, provided that it bears the outlines of the buildings or structures shown on the appropriate lot with dimensions to show the exact location with respect to the lot lines and should reflect current contour lines..

- C. A separately prepared plot or site plan may be submitted, so long as it identifies fully the survey or other document on which it is based, and provided that a copy of the survey or other document is also attached to the set of drawings.

III. **WHAT INFORMATION MUST BE SHOWN ON THE PLAN?**

The plot/site plan shall show:

- * the location of the lot under consideration (where not part of active subdivision).
- * the bearings on each side of the property with lengths and angles.
- * the location of all easements and rights-of-way on the lot.
- * the location of other facilities or structures existing on the lot.
- * the width of the streets, alleys, access road or court ways upon which the lot abuts.
- * the sidewalk and curb lines thereof; fire hydrant locations.
- * the amount of space on each street or alley that will be used when such space is desired for temporary storage of construction materials or debris.
- * the location of the new or proposed building(s) or other structure(s).
- * the plan of the first story in heavy lines with all projections in their extreme shown in broken lines.
- * the dimensions of the body of the building, its extreme projection(s) and the distance thereof from adjoining street or lot lines.
- * distances to all other buildings, proposed or existing on the same lot.
- * accurate grading and drainage information showing existing and proposed grades of the floors of building(s), and outside earth placement in relation to public streets, sewers, storm drainage lines and adjoining properties. (As a minimum, existing and proposed grades of the property corners, midpoint of both side property lines and building corners, and the basement, garage, and all floor elevations shall be shown on the plan.)
- * accurate flood damage prevention information, where applicable, determining existing and proposed grade elevations of the building(s) floors, including basements and outside earth placement in relation to the grading information noted above.
- * all utility locations appurtenant to the property including storm sewers, sanitary sewers, water lines, overhead transmission lines, poles, guy wires, markers, inlets, manholes, etc.
- * underground gas, electric and telephone lines to be shown by easement location only.

IV. **ARE THERE ANY EXCEPTIONS TO THE ABOVE?**

Plot/site plans for residential building additions and accessory structures need only show the horizontal distances between all buildings and structures and all property lines, and do not have to be certified by a land surveyor unless it is in a flood hazard area.